

Daily		CM	FA FW	T	AT	Cook	Support Staff
	MyTS data entry			X	X		X
	Classroom prep/set up/cleaning			X	X		X
	Health and Safety Checklists	X		X	X	X	X
	Cleaning Checklist	X	X	X	X	X	X
	Observations - BIR/PBIS			X	X		X
	Check email	X	X	X	X	X	X
	Sign in and out	X	X	X	X	X	X
	Attendance - moved from weekly	X	X	X	X		
	Meal Counts - moved from weekly	X		X	X		
	Cook Counts - moved from weekly	X				X	
Weekly		CM	FA FW	T	AT	Cook	Support Staff
	Child Plus Monitoring	X	X	X			
	TS Monitoring	X		X			
	TS Lesson Planning	X		X	X		
	TS Observations	X		X	X		X
	Cooks Purchase Order	X				X	
	SOAPing	X	X	X	X	X	X
	Home Visits	X	X	X	X		
	Team Meetings/Staffings	X	X	X	X		
	Family Engagement	X	X	X	X	X	X
Monthly		CM	FA FW	T	AT	Cook	Support Staff
	Parent Engagement Activity	X	X	X	X	X	X
	Parent Meeting/Training	X	X	X	X	X	X
	Staff Meetings	X	X	X	X	X	X
	Dirty Menus - Sent to Admin	X				X	
	LTM	X					
	Training	X	X	X	X	X	X
	Calendar	X	X	X	X	X	X
	Newsletter	X	X	X	X	X	X
	Menu	X				X	
	Field Trips	X		X			
	In-Kind - Sent to Admin	X	X	X	X		
	Visits by MHC	X		X			
	First Aid Checklist	X		X	X	X	X
	Safety Drills	X		X	X		
	Time/Mileage Sheets	X	X	X	X	X	X
Ongoing		CM	FA FW	T	AT	Cook	Support Staff

	Monitoring: Procedure 1-92s, Form 2-21 and Lesson Plan Monitoring Checklist for CM						
	Child Plus	X	X	X			
	My Teaching Strategies	X		X	X		
	Home Visits	X	X	X	X		
	Family Goals	X	X	X	X		
	Child Goals	X		X	X		
	Purchase Order	X					
	Classroom Observations - at least 2 a year	X					
	T2K - Transition to Kindergarten	X	X	X	X		
	Establish or renew contracts and agreements	X					
	Performance Appraisals	X	X	X	X	X	X
	Self-Assessment - Program	X	X	X	X	X	X
	Community Assessment	X	X	X	X	X	X
	Performance Appraisals (<i>3 and 6 months after initial employment then annually</i>)	X	X	X			
	Schedule inspections by Fire Marshall and Health & Sanitation Department	X					
	AUGUST/SEPTEMBER	CM	FA FW	T	AT	Cook	Support Staff
	Annual maintenance and service to facilities/equipment	X					
	Calendar and planning for September/October	X					
	Discuss screening machine schedules with CM's in your county	X					
	Re-calibrate Pilot Audiometer	X					
	Emergency procedures posted	X					
	Fill staff vacancies	X					
	ERSEA - Final selection & class determination	X	X				
	Selection letters sent	X	X				
	Waiting list update	X					
	Send out waiting list letters	X	X				
	All SOAP files up-to-date	X	X				
	Review immunizations (1 dose in each required area to begin school)	X					
	Parent Interest Survey form 4-7	X	X				
	LTM	X					
	Order supplies for start-up: screening, building, classroom & operation	X					
	OSHA required material posted/updated	X					
	Plan annual staff orientation	X					

Review/monitor staff CBR, First Aid/CPR, Food Handler's Card, IRR	X						
Update MSDS manual (Cook to help in September)	X						
All staff members return to work	X	X	X	X	X	X	X
<u>Staff Meeting</u>							
Planning, goal setting, center norms	X	X	X	X	X	X	X
Staff Health Policy 1-1	X	X	X	X	X	X	X
Job Descriptions	X	X	X	X	X	X	X
Complete Staff Emergency Form 1-25	X	X	X	X	X	X	X
Employee Action Form 1-52	X	X	X	X	X	X	X
Technology Resource Procedure 1-83	X	X	X	X	X	X	X
Computer Password Tracker Form 1-85	X	X	X	X	X	X	X
Account Info for Accounts Created Form 1-85a	X	X	X	X	X	X	X
Review CAN Policy	X	X	X	X	X	X	X
Review/sign Child Guidance Policy 2-27	X	X	X	X	X	X	X
Review/sign Client Confidentiality Policy 1-20	X	X	X	X	X	X	X
Review/sign Child Health and Safety Procedure 1-98	X	X	X	X	X	X	X
Screen Time Procedure 2-42	X	X	X	X	X	X	X
Pre-Service training	X	X	X	X	X	X	X
Assure program is at 100% enrollment	X						
Begin Family Partnerships – must be established within 90 days of enrollment	X	X	X	X	X		
Initial Staffing with direct service teams (<i>family profiles reviewed</i>)	X	X	X	X	X		
IFSP placement meetings with ECSE – (<i>complete form CP 8</i>)	X	X	X				
<u>Orientation/Open House & Enrollment</u> – Assure <u>all</u> parents receive Orientation/Open House before children attend class. Follow Procedure 5-13 and Form 5-13a	X	X	X	X			
First Parent Meeting & elections: chair, vice chair, secretary, treasury, two Policy Council reps and one Policy Council alternate (<i>or early October</i>)	X	X	X	X			
<u>Initial ED Home Visits</u>							
All About My Family Form 2-4			X	X			
Individual Child Goals Form 2-7			X	X			
About My Child Form 2-3			X	X			
Child Learning Profile 2-2 or 2-2a			X	X			
Plan HSAC Meeting (<i>Fall/Spring</i>)	X						
Schedule monthly classroom mental health observations	X		X				

Schedule transition meetings with Healthy Families and ECSE	X		X				
<u>30-Day Requirements:</u>							
Medical and Dental Home determination	X	X					
Transportation training for children: Policy 1-47 1. crossing-the-street lessons; 2. safe riding practices; 3. safe boarding and leaving the vehicle lessons; 4. danger zone recognition and; 5. emergency bus evacuation.	X	X	X	X			
OCTOBER	CM	FA FW	T	AT	Cook	Support Staff	
<u>45-Day Requirements</u>	X	X	X	X			
Developmental	X	X	X	X			
Social Emotional/Behavior	X	X	X	X			
Vision	X	X	X	X			
Hearing	X	X	X	X			
Height	X	X	X	X			
Weight	X	X	X	X			
<u>90-Day Requirements</u>	X	X	X	X			
Begin collecting nutrition information	X	X	X	X			
Continue Family Engagement/Partnerships	X	X	X	X			
Dental Status	X	X	X	X			
Dental Exam	X	X	X	X			
Medical Status	X	X	X	X			
Medical Well Child Exam	X	X	X	X			
Parent Program Survey							
Program Required training – BBP, CAN, Medication, CPR/First Aid	X	X	X	X	X	X	
Family Strengths, Interest and Needs Assessment (Child Plus)	X	X	X	X			
National Head Start Awareness Month							
Parent Training Plan Form 4-1 posted – according to interest from surveys and parent meetings	X	X					
Promote Policy Council	X	X					
Recharge fire extinguishers/change batteries in smoke alarms	X						
Referrals made based on child screening data and staffing plans ASAP	X	X	X	X			
Share screening results with parents	X	X	X	X			
Update emergency information	X	X	X	X			

	USDA over income report	X					
	USDA site monitoring visit						
	TS Gold Finalization (see due dates page)	X		X	X		
	Volunteer Training	X	X	X			

NOVEMBER		CM	FA FW	T	AT	Cook	Support Staff
	Begin Home Visit observations	X	X	X			
	Continue working with families on 90-Day requirements	X	X	X	X		
DECEMBER		CM	FA FW	T	AT	Cook	Support Staff
	Gather requested information for community and self assessments	X	X	X	X	X	X
	1st SS home visits complete	X	X	X			
	90-Day Requirements Due	X	X	X	X		
JANUARY		CM	FA FW	T	AT	Cook	Support Staff
	Immunization Primary Review Report due to Health Department	X	X				
FEBRUARY		CM	FA FW	T	AT	Cook	Support Staff
	OSHA 300 Log posted (<i>February – March – April</i>)	X					
	TS Gold Finalization (see due dates page)	X		X	X		
MARCH		CM	FA FW	T	AT	Cook	Support Staff
	Begin planning for transition to kindergarten with parents – birth records/complete child immunizations	X	X	X	X		
	Family Goals review and updates	X	X	X	X		
	Gather requested information for community assessment	X	X	X	X	X	X
	OSHA 300 Log posted (<i>February – March – April</i>)	X					
APRIL		CM	FA FW	T	AT	Cook	Support Staff
	C.A.T. Retreat	X	X	X	X	X	X
	HSAC Meeting	X					
	Recruitment Drive begins (<i>cross reference Policy 1-13</i>) - flyers, public service announcements on radio, newspaper & TV, school news letters- assure applications are complete and send recruitment home visit info to Admin with CP 13	X	X	X	X	X	X
	Recruitment with siblings	X	X				

	Share public school registration and enrollment information with parents	X	X	X	X	X	X
	Volunteer and Parent certificates made	X	X	X	X		
MAY		CM	FA FW	T	AT	Cook	Support Staff
	Assure all families receive summer packets	X	X	X	X		
	Child & Family Staffing Plans – review & summary	X	X	X	X	X	X
	Family Goals – Final review & summary	X	X	X	X		
	2nd Family Strengths, Interest and Needs Assessment (Child Plus)	X	X	X	X		
	Continue and complete transition activities	X	X	X	X		
	Parent Program Surveys/Evaluations – encourage parents to complete	X	X	X	X	X	X
	Spring Parent Teacher Conferences			X			
	End of Year Celebration with Families	X	X	X	X	X	X
	Volunteer recognition	X	X	X	X	X	X
	OSHA 300 Log – File on site and save for 5 years	X					
	Performance appraisals – complete for all staff	X	X	X			
	Program Information Report (PIR)	X					
	Recruitment Visits	X	X				
	Transition meetings scheduled for children with special needs (ECSE)	X		X			
	Continue active recruitment	X	X	X	X	X	X
	Clean up and inventory	X	X	X	X	X	X
JUNE		CM	FA FW	T	AT	Cook	Support Staff
	Advertise & fill staff vacancies	X					
	Early Selection	X					
	Continue active recruitment	X	X	X	X	X	X
	Last day for staff	X	X	X	X	X	X
	End of C.A.T. fiscal year, Fed & state grant (<i>all payables to C.A.T. ASAP</i>)						
	Close out transition children's files (keep locked in file cabinet) Files transferred to Admin office in August	X					
JULY		CM	FA FW	T	AT	Cook	Support Staff
	C.A.T fiscal year, Fed & State grant begins July 1 st through June 30 th						
References		CM	FA FW	T	AT	Cook	Support Staff
	Head Start Federal Performance Standards						
	CFDP Policies and Procedures						
	School Readiness curriculum Guide						
	CM Manual						
	ECLKC						

CHILD FAMILY DEVELOPMENT PROGRAMS - Community Action Team
Task and Timelines (Roles and Responsibilities)

Form 1-9

	Due Dates						
	Program Calendar						
	USDA - CACFP						